

## Part I: Welcome to BoardEffect® -- Overview & Online Tour

BoardEffect® is the leading e-governance tool for mission-based organizations. This secure website will allow the Shaping NJ Partnership members to communicate, share documents, resources, and more online.

BoardEffect® is accessible on the web via your favorite browser (e.g., Internet Explorer, Mozilla Firefox, etc.). This board portal is secure and accessible only to members of the Partnership and key staff of the NJ Department of Health and Senior Services.

**Login Screen: Go to: <https://shapingnj.boardeffect.com>**

Shaping New Jersey BoardEffect® - Windows Internet Explorer

https://shapingnj.boardeffect.com/

Shaping New Jersey BoardEffect®

SHAPINGNJ  
Promoting Senior Services

AA Larger Text

**Shaping New Jersey**

Please log in to access the private area.

Account Login:

Password:

☐ Remember my login and password.

[Forgot your password?](#)

Log In

"Remember Me" Feature

Automated Password Reminder

Your temporary login is the first initial of your first name, followed by your full last name (e.g., dschindlinger); the password is "password1" (no quotes), all in lowercase letters.

- **Account Login:** \_\_\_\_\_
- **Password:** \_\_\_\_\_

## My Account: Your Directory Profile

**My Account**

SHAPINGNJ

Home Workgroup Workroom Calendar Directory Resource Library

Logged in: Dottie Schindlinger [ log out ]

**In this section**

- View All Members
- My Profile
- Board At-a-glance
- Printable Directory
- Create a Task
- Email a Member

**Who's Logged In? (2)**

Dottie Schindlinger  
Megan Sullivan

**Directory**

**Dottie Schindlinger**  
Partner Representative  
Vice President of E-governance

**Representing (Preferred)**

Vice President of E-governance  
BoardEffect, Inc.  
161 Leverington Avenue  
Suite 1001  
Philadelphia, Pennsylvania 19127  
United States  
(215) 508-4920 (phone)  
(215) 508-4590 (fax)  
dschindlinger@boardeffect.com  
http://www.boardeffect.com

**Work Address**

(215) 450-9383 (cell)

**Workgroups**

Fruits & Vegetables  
Partnership & Sustainability

**Private Folder**

Folder is empty.  
[ add ]  
[ edit this profile ]

**Directory Search**

Keyword:  
Advanced Search >>  
Search

**Your Private Folder is where you can store your own notes & files**

**Edit Your Own Profile**

- **My Account**
  - **Change your password to something you will remember: 7 characters, including 1 number**
  - Add your contact information such as the address of the organization you represent, your full work address, cell phone, and other (emergency contact, an assistant, etc.)
  - Upload your photo
  - Add biographical information in the Comments/Notes section, or upload a current résumé
  - Make sure to hit “save” before leaving the page
- **Private Folder**
  - You can upload documents, notes from meetings, etc. here – accessible only by you
- **Save others’ contact information**
  - You can download contact information to Outlook and other address software by hitting “Save” in someone else’s profile

## Homepage: Your Dashboard

The screenshot shows the BoardEffect homepage dashboard. At the top, there is a navigation bar with links: Home, Workgroup Workroom, Calendar, Directory, and Resource Library. A 'Main Navigation Menu' callout points to this bar. On the left, a sidebar shows the user is logged in as Dottie Schindlinger, with links to 'In this section' (Meeting Books, Board Manual, Discussion Forums, Live Talk, Create a Task, Email a Member) and 'Who's Logged In? (3)' (Mary Ditri, Dottie Schindlinger, Megan Sullivan). A 'Send email to one member or a group' callout points to the 'Email a Member' link. The main content area features a 'Welcome' message, a 'SHAPINGNJ promoting healthy lifestyles' logo, and a 'News and Announcements' section with a 'News and Announcements' callout. Below the logo is a 'Welcome Message' section with a 'Welcome Message' callout. To the right, there are sections for 'RSVPs' and 'Polls', with an 'RSVP for a Meeting' callout pointing to the 'RSVPs' section. The 'RSVPs' section lists 'Online Portal Training - Sept 10, 2009' and includes an 'RSVP by: September, 08' deadline. A 'View all RSVP's >' link is also present.

- **Welcome Message** – current information from your BoardEffect® administrators
- **My Tasks (scroll down to center of page)**
  - Create tasks and automated reminders of upcoming deadlines
  - Tasks can be created for you, make sure to check your list
  - Send tasks to others (one Partnership member, multiple members, a full Working Group, etc.)
- **News, RSVPs, and Polls (right side of page)**
  - Only appear when there are current announcements, RSVPs, or polls awaiting your response
  - News items are regularly updated and are set to “expire” when they are no longer relevant
  - RSVP allows you to let the administrator know if you’re coming to a meeting, and to leave comments
  - Polls allow you to share your feedback with the full Partnership

## Directory: Connect with Other Members

The screenshot shows the BoardEffect Directory interface. A callout box labeled "Basic Search by Keyword/Name" points to the search bar on the right. Another callout box labeled "Printable version of Directory" points to the "Printable Directory" link in the left sidebar. A third callout box labeled "View to See Profile, Contact to Send an Email" points to the "view | contact" links in the member list. A fourth callout box labeled "Advanced Search by Workgroup or Role" points to the "Advanced Search >>" link in the search bar.

**Directory Search**

Keyword:

Advanced Search >>

Workgroup:

Role:

Search

**Directory**

Listing members of 1 - 50 of 170 total members

Save As: PDF | Excel

| Last Name     | First Name | Role                     | Phone          | view   contact |
|---------------|------------|--------------------------|----------------|----------------|
| Anderson      | Jamie      | Partner Representative   | (609) 292-1723 | view   contact |
| Anderson      | Linda      | Partner Representative   | (609) 292-1495 | view   contact |
| AndriottiWood | Celeste    | Partner Representative   |                | view   contact |
| Ardese        | Tom        | Partner Representative   | (210) 857-3800 | view   contact |
|               |            | Staff                    |                | view   contact |
|               |            | Affiliate                |                | view   contact |
|               |            | Affiliate                |                | view   contact |
| Bandera       | Elisa      | Affiliate                |                | view   contact |
| Baron         | Barbara    | Partner Representative   | (732) 505-5597 | view   contact |
| Barsamian     | Jeanine    | Affiliate Representative | (609) 430-4364 | view   contact |
| Bergonzoni    | Steven     | Partner Representative   | (609) 259-5053 | view   contact |
| Blume         | Randall    | Affiliate Representative | (856) 983-1928 | view   contact |
| Boniewicz     | Robyn      | Partner Representative   | (609) 407-2352 | view   contact |
| Bouchard      | Michelle   | Partner Representative   | (212) 742-2875 | view   contact |
| Brattan       | Peter      | Affiliate Representative | (732) 505-5597 | view   contact |

**Who's Logged In? (2)**

Dottie Schindlinger  
Megan Sullivan

**AA Larger Text**

The screenshot shows the "Send a Message" dialog box. It includes a "Search" section with "Members" and "Groups" tabs. The "Members" tab is selected, showing a list of groups: All Members (160), Entire Directory (170), Breastfeeding (25), Fruits & Vegetables (42), Partnership & Sustainability (38), Physical Activity (43), Sugar-Sweetened Beverages & Energy-Dense Foods (33), Surveillance & Evaluation (22), and TV Viewing (21). The "Groups" tab is also visible. The "Send a Message" section includes a "Your Recipients:" field with a dropdown menu, a "Subject:" field, and a "Your Message:" text area. The "Send" and "Cancel" buttons are at the bottom.

- **Search and view detailed profiles**
  - Use the keyword search to find members by name, Workgroup, role
  - Get to know other members by reviewing their biographies, photos, company contacts
- **Printable directory**
  - Creates a PDF file that you can print out with everyone's preferred contact information
- **Contact fellow members**
  - Convenient "contact" allows you to send text-only email to other members' preferred email address



## Calendar: Meeting Dates and Important Events

The screenshot displays the BoardEffect web application's calendar section. At the top, there's a navigation bar with links: Home, Workgroup Workroom, Calendar (active), Directory, and Resource Library. A user is logged in as Dottie Schindlinger. The main content area is titled 'Action Calendar' for September 01 - 30, 2009. It lists several events with their times and locations, each with a 'save' button. A callout box points to the 'save' button for the 'Partnership Portal Training' event, stating 'Save to your local calendar'. Another callout box points to the 'Event Search' section, stating 'Basic keyword search or advanced search by category'. The 'Event Search' section includes a 'Keyword:' input field and a 'Search' button. A calendar grid for September 2009 is also visible on the right side of the main content area.

**Save to your local calendar**

**Basic keyword search or advanced search by category**

- **Save events to your personal calendar**
  - Meeting dates and other calendar items can be saved to Outlook and other calendar software
- **Search calendar by category**
  - Use the Advanced Search to pull up a list of all dates within a specific category

## Resource Library: Document and Information Sharing

**Most Recent Files Added**

**Basic keyword search or advanced search by type, folder**

**Resource Library**

Recently Added Resources:

| File Title   | Type          | Size   | Location                  |
|--|---------------|--------|---------------------------|
| New Report Finds New Jersey Has 10th Lowest Percent of Obese Adults and 23rd Highest Percent of Obese and Overweight Children in the U.S.<br>Updated 11 days ago | External Link | NA     | General Resources         |
| Workgroup Facilitators<br>Updated 17 days ago  | Adobe PDF     | 4.9 KB | June 25th Binder Contents |
| Agenda, Contacts, Speaker Bios, and Notes Pages<br>Updated about 1 month ago   | Adobe PDF     | 1001.4 | June 25th Binder Contents |
| State Plan Index, Acronyms and RE-AIM<br>Updated about 1 month ago   | Adobe PDF     |        | June 25th Binder Contents |
| New Jersey Data Fact Sheets and Data Submission Form<br>Updated about 1 month ago  | Adobe PDF     |        | June 25th Binder Contents |
| Work Group Staff People and Future Meetings Agenda<br>Updated about 1 month ago  | Adobe PDF     | 1 MB   | June 25th Binder Contents |
| NPAO Overview, Logic Model and Social Ecological Model<br>Updated about 1 month ago  | Adobe PDF     | 2.6 MB | June 25th Binder Contents |

**Quick Search**

Keyword:

Advanced Search >>

Search

- **Review board documents, notes, other files in the Resource Library**
  - Meeting notes, reports from Working Groups to be shared with the entire Partnership, archives
  - Files can include Word documents, PDFs, PowerPoint, images, etc.
  - Keyword searchable

## Part II: Effective Group Collaboration in BoardEffect®

BoardEffect® provides a secure online space for the Working Groups to do their work.

The Workgroup Workroom is private just for members of each working group (and administrators). You will only see the list of working groups you personally belong to in your drop-down list. Select the Workroom you wish to enter.

The screenshot shows the ShapingNJ BoardEffect portal. At the top, there's a navigation bar with tabs: Home, Workgroup Workroom, Calendar, Directory, and Resource Library. The 'Workgroup Workroom' tab is selected. On the left, a sidebar shows the user is logged in as 'Dottie Schindlinger'. Below this, there's a section 'In this section' with links to Meeting Books, Board Manual, Discussion Forums, Live Talk, Create a Task, and Email a Member. A 'Who's Logged In?' section shows Dottie Schindlinger and Megan Sullivan. A 'Select Workgroup:' dropdown menu is open, showing 'Fruits & Vegetables' and 'Partnership & Sustainability', with the latter circled in blue. The main content area features the ShapingNJ logo and a welcome message for the Nutrition Physical Activity and Obesity (NPAO) Program. It states the portal's purpose for communication and mentions a partnership. Below this, it outlines the goal to prevent obesity and chronic disease through healthful eating and physical activity, citing CDC research. On the right, there's a 'News & Announcements' section with articles about New Jersey's obesity rates, obesity among low-income preschool children, and the medical cost of obesity. Below the news, there's an 'RSVPs' section for 'Online Portal Training - Sept 10, 2009', with an RSVP deadline of September 08 and a link to view all RSVPs.

- **Workgroup Workroom**

- When you click on the “Workgroup Workroom” tab, you will only see the list of working groups that you belong to
- Click on the name of the working group to enter that specific Workgroup Workroom

## Workroom Home: Update Members

**SHAPINGNJ**

Home Workgroup Workroom Calendar Directory

Help My Account

Logged in: Dottie Schindlinger [log out]

**In this section**

- Workroom Home
- Workgroup Task
- Workgroup Meeting Books
- Workgroup Files
- Workgroup Email
- Workgroup Poll(s)
- Workgroup Discussion Forums
- Workgroup Live Talk
- Create a Task
- Email a Member

**Who's Logged In? (2)**

Dottie Schindlinger  
Megan Sullivan

**Partnership & Sustainability Workroom**

Welcome to the Partnership & Sustainability Workroom!

A core priority of the Partnership Workgroup is the development and maintenance of highly engaged, long term partner organizations who work together to develop and sustain the statewide implementation of the NJ State Obesity Plan. The group works closely with all other workgroups.

This group will create a partnership plan as operational guidance on issues such as communication, collaboration, growth, member engagement, generation of resources, advocacy, sustainability and roles for existing partnerships. This group is also responsible for development of a Sustainability Plan.

Partnership Workgroup staff support will be provided by:

Mary Ann Ellsworth, MS, RD and Beth Milton

**Workgroup Members**

Save list as PDF

**38 Workgroup Accounts**

- MaryAnn Ellsworth
- Daniel Hoffman
- Margy Jahn
- Sue Martz
- Karin Mille
- Beth Milton
- Kathleen Morgan
- Marco Navarro
- Peri Nearon
- Bruce Peragallo
- Regina Podhorin
- Lisa Asare
- Randall Blume
- Suzanne Burnette
- Connie CalistiMeyers

**Most Recent Files Added**

**Recently Updated Workgroup Files**

| File Title                                      | Type           | File Size | Updated           |
|---|----------------|-----------|-------------------|
| Partnership Workgroup Notes- June 25, 2009      | Microsoft Word | 28.5 KB   | 08/05/09 02:57 PM |
| Partnership Leadership Call Notes June 10, 2009 | Microsoft Word | 54.5 KB   | 08/05/09 02:57 PM |

AA Larger Text

- **Welcome Message** – current information from a BoardEffect® administrator, Workgroup Leadership, etc.
- **Recently Updated Workgroup Files** – list of any files recently added to the Workroom
- **Workgroup Events** – any upcoming committee meetings/events on the calendar will show up in the center of the page
- **Right Side Features** – these appear when there is content to display
  - **Workgroup Members**
    - List of those on the working group
    - Clicking on a name provides contact information and a way to send email to that person's preferred email address
  - **Workgroup Polls**
    - If there is a current Poll for the Working Group, it will show up on the right side of the page
- **Productivity Tools (Left Side Features)**
  - **Workgroup Task** – add a task to all Workgroup Members' Task Lists (visible on your Home page)
  - **Workgroup Events** – add an event to the Calendar, tagged as a Workgroup Event
  - **Workgroup Email** – send an email to all Workgroup Members



## Workgroup Meeting Books: Prepare for a Meeting

**Working Group Meeting Materials**

Home | Workgroup Workroom | **Working Group Meeting Materials** | Resource Library

Logged in: Dottie Schindlinger [log out]

**In this section**

- Workroom Home
- Workgroup Task
- Workgroup Meeting Books**
- Workgroup Files
- Workgroup Email
- Workgroup Poll(s)
- Workgroup Discussion Forums
- Workgroup Live Talk
- Create a Task
- Email a Member

**Who's Logged In? (2)**

- Lea McReynolds
- Megan Sullivan

**Partnership & Sustainability - Prepare for a Meeting**

**Meeting Books**

| Meeting Title & Date  | Created    | Updated    | Published |
|---|------------|------------|-----------|
| SAMPLE MEETING BOOK 2 (IN PROGRESS)<br>October 15, 2009 at 10:00 AM | 2009-09-01 | 2009-09-01 |           |
| SAMPLE MEETING BOOK<br>September 17, 2009 at 10:00 AM               | 2009-09-01 | 2009-09-01 | ✓         |

**Meeting Book in Process**

Archived Meeting Books

Save list as PDF

**38 Workgroup Accounts**

- MaryAnn Ellsworth
- Daniel Hoffman
- Margy Jahn
- Sue Martz
- Karin Mille
- Beth Milton
- Kathleen Morgan
- Marco Navarro
- Peri Nearon
- Bruce Peragallo
- Regina Podhorin
- Lisa Asare
- Randall Blume
- Suzanne Burnette
- Connie CalistiMeyers

- **Meeting Books – Listed by Meeting Title & Date**
  - Locate the meeting book you wish to review; only meeting books that have been “published” are able to be viewed
  - You can read, print, or download the documents in the Meeting Book – if you “Download PDF” you can compile all the documents into one PDF file with bookmarks between each section of the table of contents

**Meeting Books**

SAMPLE MEETING BOOK on September 17, 2009 at 10:00 AM

Sample Location

**Meeting Book Contents**

SAMPLE MEETING BOOK

- Agenda**  
Sample Agenda
- Notes from Previous Meetings**  
Sample Meeting Notes
- Measurements**  
Sample Measurements
- Attachments**  
Sample Presentation

[ download Zip file ] [ download PDF ]

## Workgroup Files: Sharing Resources

**Workgroup Files**

Logged in: Dottie Schindlinger [log out]

**In this section**

- Workroom Home
- Workgroup Task
- Workgroup Meeting Books
- Workgroup Files**
- Workgroup Email
- Workgroup Poll(s)
- Workgroup Discussion Forums
- Workgroup Live Talk
- Create a Task
- Email a Member

**Who's Logged In? (3)**

- Fran Gallagher
- Dottie Schindlinger
- Megan Sullivan

**Partnership & Sustainability Workroom**

Workgroup-only Folder

Meeting Minutes (2)

| File Title                                      | Added By       | File Size | Updated           | [ add ] |
|---|----------------|-----------|-------------------|---------|
| Partnership Leadership Call Notes June 10, 2009 | Megan Sullivan | 54.5 KB   | 08/05/09 02:57 PM |         |
| Partnership Workgroup Notes- June 25, 2009      | Megan Sullivan | 28.5 KB   | 08/05/09 02:57 PM |         |

2 total files, 83 KB

**Categories help keep files organized**

Save list as PDF

**38 Workgroup Accounts**

- MaryAnn Ellsworth
- Daniel Hoffman
- Margy Jahn
- Sue Martz
- Karin Mille
- Beth Milton
- Kathleen Morgan
- Marco Navarro
- Peri Nearon
- Bruce Peragallo
- Regina Podhorin
- Lisa Asare
- Randall Blume
- Suzanne Burnette
- Connie CalistiMeyers

### • Workgroup Files Workflow Process

- Any workgroup member can upload documents and files
  - Assign a category to the file to help keep things organized
  - You can select a category already in use from the drop-down menu, or create a new one
- Send a "Workgroup Email" to alert workgroup members that you have uploaded a file for review
- To share a file with the full Partnership, save the file in the Resource Library
  - Your Workgroup Administrators can "move" files out of the Workgroup Workroom and into the Resource Library

## Discussion Forums: Connect Between/After Meetings

**SHAPINGNJ**

Home Workgroup Workroom Calendar Directory Resource Library

Logged in: Dottie Schindlinger [log out]

**In this section**

- Workroom Home
- Workgroup Task
- Workgroup Meeting Books
- Workgroup Files
- Workgroup Email
- Workgroup Poll(s)
- Workgroup Discussion Forums
- Workgroup Live Talk
- Create a Task
- Email a Member

### Fruits & Vegetables Discussion Forum

**Open Discussions**

| Discussion Title     | Start    | End      |
|----------------------|----------|----------|
| Working Group Topics | 07/09/09 | 07/09/10 |

**Upcoming Discussions**

There are no upcoming discussions.

**Closed Discussions**

There are no closed discussions.

Discussion Topics started by Workaroup Admin

### Fruits & Vegetables Discussion Forum

< Back

Topic: Working Group Topics

Here are discussion threads created by the working group members.

To add your thought to this topic, click "New Post"

| Thought  | Replies | Updated            |
|--|---------|--------------------|
| Five a day...discuss!<br>Started by: BoardEffect Trainer | 0       | Jul 09 at 04:04 PM |

Post a Thought

Workgroup Members can post thoughts & replies

### Discussion Forum uses:

- Use the Discussion Forum to discuss documents, issues, ideas between meetings or to follow-up after meetings
- Create a discussion topic, and alert workgroup members to participate
- Prompt members when a new thought has been posted to join the discussion
- Refer to documents in the Workgroup Files folder

## Workgroup Live Talk: Conference Call Meetings

**Logged in:**  
Dottie Schindlinger [log out]

**In this section**

- Workroom Home
- Workgroup Task
- Workgroup Meeting Books
- Workgroup Files
- Workgroup Email
- Workgroup Poll(s)
- Workgroup Discussion Forums
- Workgroup Live Talk
- Create a Task
- Email a Member

**Who's Logged In? (2)**

- Stacey Kennealy
- Menan Sullivan

### Partnership & Sustainability Live Talk

Use the Live Talk as a partner to your tele-conferences. Create a session, and add documents for participants to read ahead of time or during the meeting. Real-time communication capability is included in each session.

**Open**

| Meeting Title                       | Start                | End                  |
|-------------------------------------|----------------------|----------------------|
| SAMPLE LIVE TALK SESSION [join now] | 09/01/09 at 08:00 AM | 09/30/09 at 05:00 PM |

**Upcoming**

There are no upcoming meetings.

**Closed**

There are no closed meetings.

**38 Workgroup Accounts**

- MaryAnn Ellsworth
- Daniel Hoffman
- Margy Jahn
- Sue Martz
- Karin Mille
- Beth Milton
- Kathleen Morgan
- Marco Navarro
- Peri Nearon
- Bruce Peragallo
- Regina Podhorin
- Lisa Asare
- Randall Blume

Welcome to **SAMPLE LIVE TALK SESSION**

This is an example of a live talk session that can be used to help facilitate a conference call meeting. This feature allows the group to share documents and post messages during a conference call.

**2 Attached Files**

- Sample Agenda
- Sample Measurements

**Members in meeting:**

**Dottie Schindlinger** Here is an example of a comment I might post during a Live Talk Session

**Dottie Schindlinger** For example, if I need to get everyone's attention, I might post a message that says, "I have a question I'd like to ask"

- Live Talk helps facilitate conference call meetings**
  - Dial in using your regular conference call line
  - Start a Live Talk session – each member launches the Live Talk window
  - Attach files as needed to share information, agendas, other resources
  - Type comments as needed to get attention, add notes
  - Session can be archived and a transcript can be created

**Members can upload files during the meeting**

**Post comments, questions during the meeting**

**Comment** [ Attach Files ] [ Leave Chat ]



## Help Section: How to Get Help

The screenshot shows the BoardEffect web application interface. At the top, there is a dark blue header with the BoardEffect logo. Below this is a green navigation bar with links: Home, Workgroup Workroom, Calendar, Directory, and Resource Library. On the right of the navigation bar are links for Help (with a question mark icon) and My Account (with a user icon). The main content area is divided into a left sidebar and a right main panel. The sidebar contains a 'Logged in:' section showing 'Dottie Schindlinger [log out]', an 'In this section' list with 'User's Startup Guide' and 'BoardEffect® Manual', a 'Who's Logged In? (3)' list with 'Stacey Kennealy', 'Dottie Schindlinger', and 'Megan Sullivan', and a 'Larger Text' button. The main panel has a 'Help' heading, followed by 'Contact Support'. Below this is a text box labeled 'Description:' with a 'Send' button. At the bottom of the main panel, there is a 'Your Organization:' section with contact information for the New Jersey Department of Health & Senior Services.

SHAPINGNJ

Help My Account

Home Workgroup Workroom Calendar Directory Resource Library

Logged in:  
Dottie Schindlinger [log out]

In this section

- User's Startup Guide
- BoardEffect® Manual

Who's Logged In? (3)

- Stacey Kennealy
- Dottie Schindlinger
- Megan Sullivan

AA Larger Text

### Help

#### Contact Support

Complete the form below and click the "Send" button. Your question will be emailed to your BoardEffect® administrator(s).

Description:

Send

Your Organization:

New Jersey Department of Health & Senior Services  
P. O. Box 360  
Trenton, New Jersey Phone: (609) 292-7837  
Website: <http://www.state.nj.us/health/>

- **“Help” Resources**
  - Click on Help at the top right of the screen
  - If you are experiencing a technical issue, type the details of the issue into the box labeled “Description” and hit send. This will send a message to the Help Desk.
  - If you need support using BoardEffect, contact NJDHSS at the number listed on the Help screen.
- **User’s Startup Guide**
  - Provides quick tips to help you get started
- **BoardEffect® Manual**
  - Complete product manual – 6MB in size, may take a little time to download